



Mobile Food Establishment (MFE)

MFE Park Permit

Return application to: PDStake@roundrocktexas.gov

PDS 301 W. Bagdad Ave. #210 Round Rock TX 78664; 512-218-5428

The City of Round Rock allows Mobile Food Establishments (MFEs), such as food trucks, to be placed on some sites as accessory uses only if the site has an MFE Permit. An MFE Park is a property where three (3) or more mobile food establishments (MFEs) congregate to offer food sales to the public in an area of a site that has been designated and reviewed for this use. MFEs may remain on-site for the duration of the permit. Only certain primary land uses are eligible for MFE Park Permits; vacant sites are not eligible. MFE Park Permits are issued to the property owner of the primary use and are issued for the calendar year (January-December).

Applicant Information

Property owner: _____

Applicant (owner's representative/manager): _____

Applicant phone and email: _____

Site information

Address of hosting site: _____

Business name/primary use of property: _____

Allowable site types (check all that apply)

- ☐ Public or private education facility
- ☐ Corporate office campus
- ☐ Business/industrial park
- ☐ Municipal park and recreation facility

MFE Park site diagram

Please attach a diagram of the site illustrating the proposed locations of all MFEs, shade structures, seating areas, etc. (*suggestion: sketch features on a printed aerial photo from CityView or Google Maps*)

Site Diagram must include:

- Location of 3 (or more) MFEs, seating areas, and other non-structural amenities
- Locations of additional permanent structures such as shade structures, park sign, etc.
- Location of restrooms and handwashing facilities for MFE patrons' use
- Location of sign with park manager's contact information
- Location of utility hookups, if any

Site description notes:

- New permanent structures (including new impervious cover) may require additional building and/or site development permit(s).
- MFEs may not locate on public parking lots, streets, access drives, fire lanes, or improved alleys.
- MFEs may not occupy parking spaces needed to meet the required minimum spaces for the primary use.
- MFEs may not locate on sidewalks in or along the right-of-way without prior approval from the City. Approval may only be granted if a minimum of 5 ft. of sidewalk remains free of obstruction.
- MFEs shall be located a minimum of 12 ft. from fire hydrants and 5 ft. from any utility box, ADA ramp, or building entrance.

Permit info

Requested permit year **20**_____

Fee: \$150

Designated MFE Park Manager – contact information to be posted on site

Name: _____

Phone/email: _____

Verification of other permits and inspections

Please initial to acknowledge the following:

_____ I will ensure that all MFEs allowed on site under this permit will meet all provisions of Section 2-93 (c): Mobile Food Establishments.

_____ I will not allow any MFEs on this site that do not display a current inspection sticker from the Round Rock Fire Department (RRFD). I understand that RRFD may immediately shut down any MFEs without a current inspection sticker.

_____ I will not allow any MFEs on this site that do not display a current MFE permit from the Williamson County and Cities Health District (WCCHD). I understand that WCCHD may immediately shut down any MFEs without a current MFE permit.

_____ I understand that an MFE hosting permit may be revoked if MFEs in violation of the above conditions are found at this site three times in a 12-month period, and that another MFE hosting permit will not be issued for 12 months following the most recent violation.

Applicant's signature

Signature _____ Date: _____

Print name: _____ Management Co: _____

City Staff Use Only

- ☐ Site type qualifies to host MFE
- ☐ All conditions acknowledged
- ☐ Proposed MFE locations meet ordinance
- ☐ Permit fee received

Approved? ☐ Yes ☐ No Date: _____

Signed: _____

FOOD _____